

Translations: [Spanish](#) [Vietnamese](#) [Simplified Chinese](#) [Somali](#) [Russian](#)

**

Subject: Important Notice: Student Directory Information Opt-Out Option

Dear Parents/Guardians,

This email is to inform you of your right to opt out of sharing your child's "directory information" under the Family Educational Rights and Privacy Act (FERPA).

What is Directory Information?

Directory information includes details like your child's name, address, phone number, email address, major, date of birth, participation in school activities, and awards received, which the school may release to third parties without your consent unless you notify us otherwise.

How to Opt Out:

If you do not want your child's directory information shared, please complete the attached "Directory Information Opt-Out Form" and submit it to [designated school office] by [deadline date].

Important Considerations:

- Opting out means your child's information will not be included in school publications like the yearbook, honor roll lists, or announcements for external organizations requesting student contact details.
- If you have any questions regarding directory information or the opt-out process, please contact [school official contact information]

Thank you for your attention to this important matter.

Sincerely,

[School Administration Name]

[School Name]

SAMPLE FOR FAMILIES

Subject: Request to Opt Out of Directory Information Disclosure

Dear [School Registrar's Name],

I am writing to formally request that the personal information of my student be excluded from the student directory, as per my rights under the Family Educational Rights and Privacy Act (FERPA).

Please do not release any directory information, including my name, address, phone number, email address, and major, to third parties without my prior written consent.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Student's Name]

[Student ID Number]